

EOSDIS Core System Project

Property Management Plan for the ECS Project

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July 1994

Hughes Applied Information Systems
Landover, Maryland

Property Management Plan for the ECS Project

July 1994

Prepared Under Contract NAS5-60000
CDRL Item 110

SUBMITTED BY

<u>J. L. Murhpy /s/ for</u>	<u>07/29/94</u>
Marshall A. Caplan, Project Manager	Date
EOSDIS Core System Project	

APPROVED BY

<u>Code 505</u>	<u>Date</u>
Goddard Space Flight Center	

Hughes Applied Information Systems
Landover, Maryland

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Preface

This document is a formal contract deliverable with an approval code 1. It requires Government review and approval prior to acceptance and use. Changes to this document also require Government approval prior to acceptance and use. Changes to this document will be made by document change notice (DCN) or by complete revision.

Once approved, this document will be under ECS Project Configuration Control. Any questions or proposed changes should be addressed to:

Data Management Office
The ECS Project Office
Hughes Applied Information Systems
1616A McCormick Dr.
Landover, MD 20785

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Abbreviations and Acronyms

1. Introduction

1.1 Identification of Document

This Plan is prepared in compliance with Contract Data Requirements List (CDRL) item 110 as required by the Earth Observing System Data and Information System (EOSDIS) Core System (ECS) contract NAS5-60000.

1.2 Scope

This plan addresses management of ECS Contractor-acquired commercial off-the-shelf (COTS) hardware and software and Government-furnished property (GFP) until it is accepted by the Contracting Officer (CO) or the Contracting Officer's Technical Representative (COTR). This also includes management of Contractor-acquired property and GFP in which the ECS Contractor has maintenance and operations (M&O) responsibility.

1.3 Purpose and Objectives

The purpose of this document is to identify responsibilities for the management and execution of ECS property management functions. When approved by the Government, this document will establish the processes, policies, and procedures to be followed by the ECS Contractor in managing, accounting for, and reporting Contractor-acquired COTS hardware, software, and GFP.

The objectives of property management are to accomplish the following:

- Maintain control of ECS property from time of receipt until relief from accountability through approved means.
- Maintain accountability of ECS property through the establishment and maintenance of accountable records that provide accurate description, location, and condition status of the property.

1.4 Related Documents

The following documents are either source documents for requirements related to performance of the property management function or are referenced in this plan:

- ECS Statement of Work, paragraph 3.8.1.2, July 1, 1991
- GSFC 420-05-03, "Performance Assurance Requirements for the ECS," May 23, 1991
- NHB 4200.1C, "Equipment Management Manual," June 25, 1987
- ECS Contract Clauses: E5, 6, and 10, F2 and 6, G5, 6, 15, 16, 17, 18, 19, and 21
- ECS Integrated Support Plan (DRAFT), May 1, 1994
- ECS COTS Maintenance Plan (to be developed)

1.5 Document Organization

The remainder of this document is organized as follows:

- Section 2: Identifies the organization and responsibilities for the management and execution of ECS property management functions.
- Section 3: Describes the processes and procedures for the execution of property management functions
- Section 4: Identifies the systems, records, and reports used to account for and report ECS property

A list of abbreviations and acronyms appears at the end of this document.

2. Property Management Organization and Responsibilities

2.1 Organization

Hughes Applied Information Systems, Inc. (HAIS) is solely responsible to the Government for the accountability, control, and reporting of Contractor-acquired property and GFP during the ECS Contract. As such, HAIS will manage ECS property management functions performed by subcontractors.

ECS property will be located at and controlled by Property Administrators at the following sites:

- Goddard Space Flight Center (GFSC), Greenbelt, MD
- Earth Resources Observation Systems (EROS) Data Center (EDC), Sioux Falls, SD
- Jet Propulsion Laboratory (JPL), Pasadena, CA
- Langley Research Center (LaRC), Hampton, VA
- University of Colorado, National Snow and Ice Data Center (NSIDC), Boulder, CO
- University of Alaska Synthetic Aperture Radar (SAR) Facility (ASF), Fairbanks, AK
- Marshall Space Flight Center (MSFC), Huntsville, AL
- Oak Ridge National Laboratory (ORNL), Oak Ridge, TN
- ECS Development Facility (EDF), Landover, MD

Additional locations may be incorporated into the ECS as operational needs warrant. The ECS organizations will share facilities belonging to the institutional hosts. Host facilities will support property management operations by providing space for maintenance, parts, tools, equipment and consumables storage, and personnel and will provide external communications.

Figure 2.1, “Property Management Responsibilities,” identifies the ECS personnel involved in managing and executing ECS property functions.

The following section addresses the property management roles and responsibilities of ECS Project personnel.

2.2 Responsibilities

The HAIS ECS Project Manager, having overall responsibility and authority for the ECS contract, is considered "managerial personnel" with regards to the FAR, Part 52. The HAIS ECS Contracts Manager is responsible for subcontracts management and reporting the following to the GSFC Government Property Administrator (GPA): loss, damage, and/or destruction of contractor-acquired property and GFP, revisions of the ECS property management procedures, and submission of an annual NASA Form 1018.

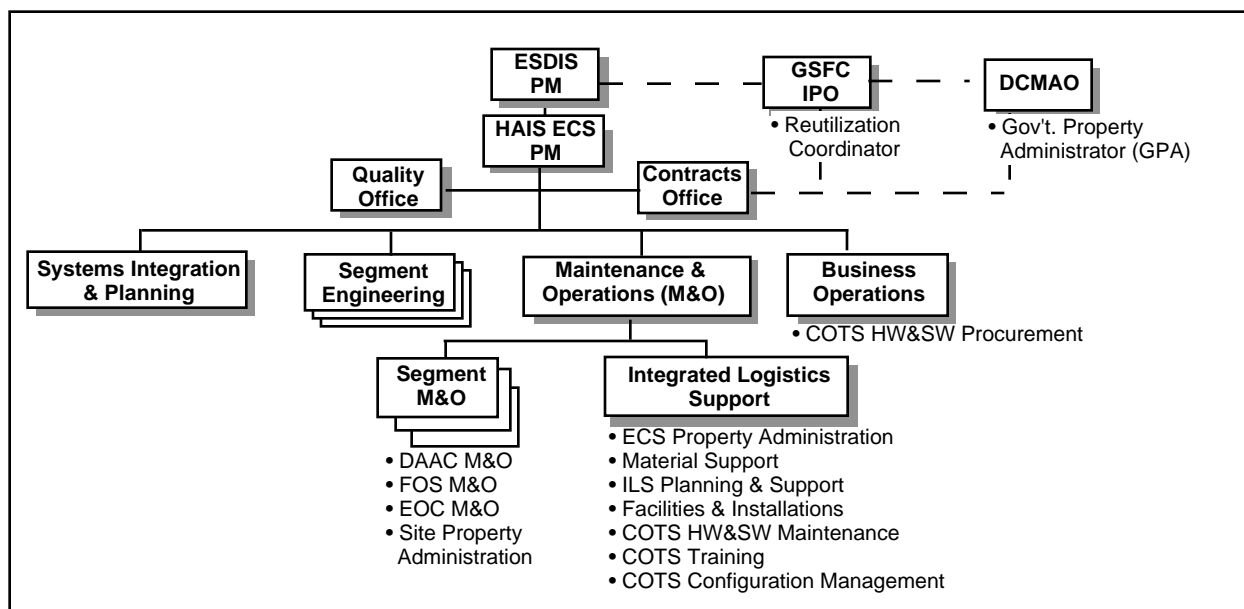


Figure 2-1. Property Management Responsibilities

The Integrated Logistics Support (ILS) Manager, under the general direction of the Maintenance and Operations Manager and the HAIS ECS Contracts Manager, is responsible for the execution of the ECS property management program. This includes development of policies and procedures for ECS-wide property administration; management of property administration resources; and property accountability and reporting.

The Defense Contract Management Area Operations (DCMAO), Baltimore, is the Government's contract property administrator (GPA), which is responsible for oversight of ECS property administration. As such, DCMAO will support the Project in the review and approval of this plan and the processes, procedures, and systems used in the administration of ECS property.

GSFC's Industrial Property Office (IPO), Code 235.1, is responsible for maintaining accountability of ECS centrally reportable property in the NASA Equipment Management System/Equipment Validation System (NEMS/EVS), which is NASA's data base for centrally reportable equipment. ECS centrally reportable equipment will be reported to the Industrial Property Office in accordance with reporting procedures identified in this Plan. The GSFC Industrial Property Office is also designated as the "Re-utilization Coordinator" described in Section 3.1 below.

2.2.1 Property Administration

Property administration is performed by the Property Administrator designated at each ECS Distributed Active Archive Center (DAAC) site. The ECS Property Administrator, located at the EDF in Landover, MD, is the focal point regarding the execution of property administration functions ECS-wide and for maintaining control and accountability of contractor-acquired and

GFP property at the EDF. The ECS Property Administrator directs, coordinates, and monitors property actions of site Property Administrators.

Site Property Administrators are responsible for the day-to-day receipt, inspection, storage, issue, inventory, recording, accounting, and reporting of ECS property at ECS sites. Property Administrators will follow the policies and procedures approved in this Plan, ECS Project Instructions, and ECS-approved local procedures developed between site Property Administrators and local site property control offices. Locally developed procedures will be reviewed by the ILS Manager to ensure that they are in conformance with provisions of this Plan, ECS Project Instructions, and are conducive to the maintenance of control and accountability of ECS property at all sites.

Site Property Administrators will be designated in writing by the ECS DAAC Manager. Prior to the transfer of responsibility from one Property Administrator to another, the ILS Manager will verify that the incoming Property Administrator has been adequately prepared to assume his/her responsibilities; that a site inventory is performed and results recorded; and that accountable records are current.

2.2.2 Procurement of Contractor-Acquired Property

The purchase of ECS COTS equipment, software, repair parts, and consumables is the responsibility of Electronic Data Systems (EDS), an ECS subcontractor, under the general direction of the ECS Business Operations Office and the Contracts Manager. The ECS Procurement Management Plan describes the process and procedures to be followed in the purchasing of COTS property. Once COTS property is acquired, control and accountability of the property (including transfers between ECS sites or to other contracts) are the responsibility of the ILS Manager.

3. Property Management Process

This section describes the processes to be performed in the execution of ECS property management, including the six major areas which comprise the property management process: 1) NEMS Screening; 2) Receiving; 3) Identification; 4) Movement; 5) Storage; and 6) Records Management. The property management process is depicted in Figure 3-1.

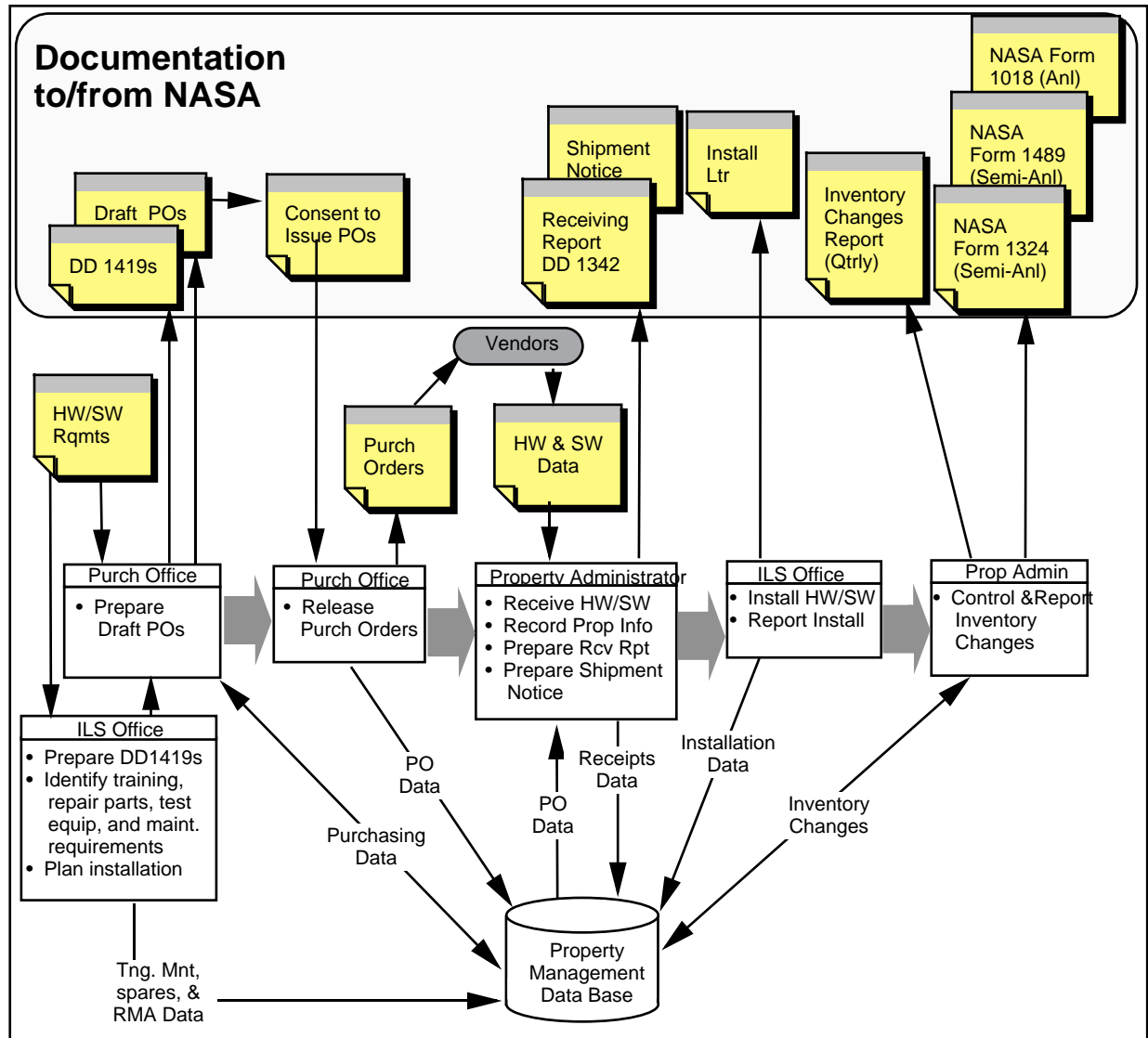


Figure 3-1. Property Management Process

3.1 Non-Availability Certification

Thirty (30) days prior to purchasing controlled equipment (as defined in NHB 4200.1C, paragraph 3.101) , the EDS Purchasing Office will submit through the ECS Contracting Officer (CO) to the GSFC Reutilization Coordinator (Code 235.2) a DD Form 1419, “DoD Industrial Plant Equipment Requisition” (Appendix A-1), for screening against the NEMS records to determine the availability of candidate equipment which may satisfy the requirement and thus avoid a new acquisition. COTS software does not require NEMS screening or non-availability certification, but is purchased upon receipt of the CO’s consent to purchase.

Once determined that the item is unavailable, the Reutilization Coordinator will return the DD 1419 with non-availability certification number to the CO for approval to purchase the item. Upon the receipt of the DD Form 1419 and the CO’s consent to purchase, EDS will purchase the equipment using an EDS Purchase Order (Appendix A-2). The Purchasing Office will provide the Property Administrator a copy of the returned DD Form 1419, Purchase Order, and a Detailed Configuration List. The Property Administrator will use these documents to monitor material due in, to reconcile receipts against what is ordered, and to configure the equipment when received.

3.2 Receiving

All Contractor-acquired property, vendor-loaned property, and GFP entering an ECS facility (i.e., the EDF or an ECS site) will be received and processed by the site Property Administrator prior to its use. The following is a description of the process to be followed in the receipt and processing of ECS property. Procedures for receiving vendor-loaned property will be described in separate EDS subcontractor project instructions.

3.2.1 Receiving Inspection

Upon arrival of ECS equipment, material, or software, the Property Administrator will perform a receiving inspection to verify correctness of delivery, quantity received, and determine if there is evidence of damage during shipment. The Property Administrator will complete a Receiving/Inspection Checklist (Appendix A-3) verifying the number of pieces received against the shipper's bill of lading and the condition of the material. The following will be noted on the checklist: carrier name and bill of lading number, date and number of pieces received, description of discrepancies noted, and signature of person receiving the items. On the carrier’s copy of the shipping document, the receiving individual will note any damage to the shipment and sign the Receiving/Inspection Checklist, thereby acknowledging receipt of the shipment. The signature of the carrier’s representative will be obtained when container shortages and other transit-related discrepancies are identified.

Property received will be promptly moved under the direction of the site Property Administrator from the loading dock to a controlled inventory area for unpacking and detailed component level inventory. Items received will be reconciled against purchase orders, requisition documents (i.e., NASA Form 20-4), packing lists, or related documents to ensure accountability for all items, attachments, and accessories. Item identification, configuration, and quantity will be matched against the vendor’s packing list, the purchase order, and the detailed configuration list (supplied

by the Purchasing Office). For GFP equipment having a NASA equipment control number (ECN), the ECN, serial and model numbers, and any other appropriate marking will be noted on the Receiving Inspection Report for entry into the property record.

Received property will be secured and protected from electrostatic discharge (ESD) during movement, storage, and while awaiting assembly and issue. Access to the property storage areas will be controlled at all times to prevent unauthorized entry. Returnable and reusable containers will be controlled and accounted for, if applicable.

3.2.2 Receipt Processing

The Receiving Inspection Checklist is attached to the bill of lading and filed by the Property Administrator as "Purchase Orders Received/Complete" or, in the case of an incomplete shipment, filed as "Purchase Orders Pending/Incomplete." Items received are reconciled against requisitions, purchase orders, packing lists and related documentation to ensure accountability for all items purchased or requested. Discrepancies will be annotated on the Purchase Order and forwarded to the Purchasing Office and Quality Office for resolution and/or preparation of a Non-Conformance Report (NCR).

For incomplete shipments, receiving personnel will make a copy of the purchase order, identify missing items, and return the purchase order copy to the Purchasing Office. The Purchasing Office will contact the vendor to obtain shipment information on the missing items. Misdirected or other discrepant property will be segregated and controlled pending disposition instructions from the Purchasing Office.

The Property Administrator will initiate NCRs when appropriate. Discrepancies are documented and given to the Purchasing Office for vendor notification and resolution. Applicable manufacturer model number, part number, and serial numbers are recorded on the Detailed Configuration List for use in establishing the property record. Property records for ECS property will be established in the property data base within 8 business hours of initial receipt of the property.

3.2.3 Receipt Reporting

Receipts of controlled ECS equipment (as identified in NHB 4200.1C, paragraph 3.101) that exceed \$1,000 in value will be reported within 5 working days to the GSFC Supply and Equipment Management Office (with copy to the GSFC Property Accountant, Code 213.1) on a NASA-approved equivalent of DD Form 1342 (Appendix A-4). This form will, as a minimum, contain the following data elements:

- Item description, manufacturer, model, serial number, cost
- Date of receipt
- Contract number
- Purchase order number and NEMS Certificate of Non-availability number
- Contractor equipment identification number (if one is assigned)
- Listing of components to the reportable item

For GFP provided by NASA to support the ECS, the ILS Office will provide to the CO a GSFC Form 20-4 within 5 days of receipt of the equipment. This report will contain the data elements necessary to establish accountability for the equipment. Changes to controlled ECS equipment will be reported via DD Form 1342 to the Supply and Equipment Management Office within 5 working days of their occurrence. Such changes include the following:

- Relocation to another site
- Formal relief from accountability (e.g., approved disposal or survey action)
- Replacement with similar item as a result of maintenance action

The DD 250, "Material Inspection and Receiving Report," required by Contract Clause F.2, "Shipping Instructions," will be prepared at the completion of delivery of each release (i.e., at the Release Readiness Review).

3.3 Property Identification

ECS equipment (i.e., contractor-acquired and GFP) that is separately identifiable and/or meets the criteria for controlled equipment described in Section 3.2 (or centrally reportable equipment described in NASA FAR Supple 18-45.505-670) will be tagged with ECS property tags. ECS tags will be applied by the Property Administrator immediately after equipment is received and unpacked. ECS property tags are shown at Figure 3-2. ECS property tags for centrally reportable equipment will be 5/8 by 1 13/16 inches and imprinted in black on a silver background displaying "Property of NASA/GSFC NAS5-60000." These tags will contain a bar code with human-readable interpretation of the contractor-assigned equipment identification number (EIN). Property tags will be placed on the equipment in an area so that they are visible and easily accessible by bar-code readers. Vendor-loaned and HAIS capital equipment will not be tagged with ECS property tags.

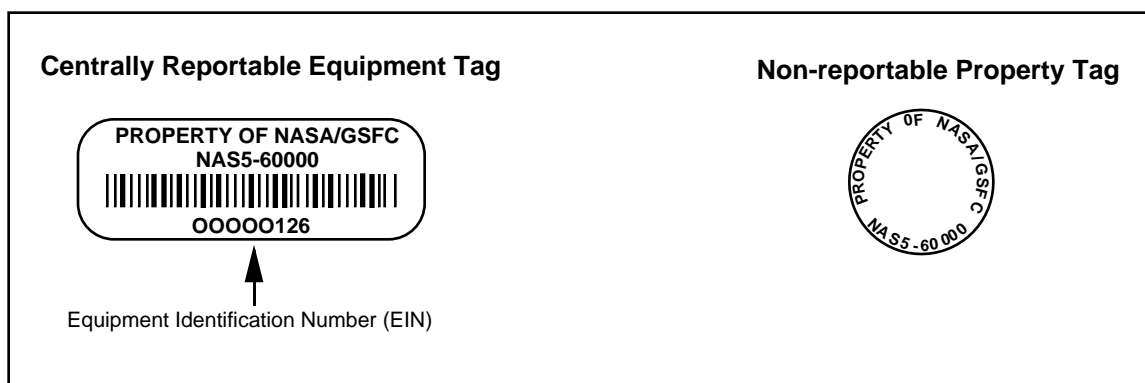


Figure 3-2. ECS Property Tags (actual size)

Components of major equipment that are not separately identifiable and used as spares/repair parts for a higher assembly (e.g., workstations, servers, data storage devices, and major communications equipment) will not be assigned an EIN, but will be tagged with the round non-reportable property tag. Such components will be controlled as inventory items and reported by manufacturer, description, model/version, serial number (if assigned), stock location, condition

code, quantity, and, when installed as a component of centrally reportable equipment, by next higher assembly.

Property tags of loaned GFP equipment containing a NASA equipment control number will not be removed. At the time of receipt of such property, the Property Administrator will affix an ECS property tag with EIN next to the government tag. The NASA ECN will be recorded in the property record and cross referenced to the EIN.

Prior to disposing of ECS equipment (or prior to returning it to the Government), ECS property tags will be removed. Removed ECS property tags will be retained with the property turn-in document by affixing the tag to the document or to a blank sheet attached to the turn-in document. Turn-in documents will be returned to the ECS Property Administrator for retention in the accountable records.

3.4 Movement

Ten working days prior to shipping centrally reportable equipment to ECS sites, the ECS Property Administrator will deliver an ECS Shipping Report (Appendix A-5) to the site Property Administrator, DAAC Manager, CO and ACO. The Shipping Report will alert all parties involved of the expected shipment date, carrier, shipping document number, estimated weight and cube, number of pieces, shipper, and ship-to address.

Prior to shipment, a pre-shipment inspection will be performed to verify the following:

- Correct identification of equipment on packing lists and shipping documents including configurations, serial numbers, number of containers, and ship-to address.
- Adherence to packaging and marking standards
- Inclusion of appropriately prepared documents with shipping containers

Generally, ECS property being shipped from vendors and the EDF will be shipped directly to and received by the site Property Administrator. Local policy at some sites may require delivery to a site central receiving point. In such cases, written procedures will be developed between the site Property Administrator and site's central receiving office regarding notification of receipt, documentation required, and provisions for local delivery to the ECS facility. The delivery of ECS equipment to site central receiving points versus direct delivery to the ECS facility will be determined on a site-by-site basis by the ILS Manager.

3.4.1 Intra-site Relocations

Requirements for equipment relocation within the facility or between facilities at the same site will be processed through the site's Help Desk or the site Property Administrator to maintain control and accountability of equipment inventories. The Help Desk will document and forward the relocation request to the site Property Administrator, who will approve or disapprove the request and schedule the relocation. Configuration management authorization is required prior to reconfiguring equipment or software within or between DAACs. When completed, the relocation request will be closed by the site Property Administrator and the new location entered into the property record.

3.4.2 Inter-site Relocations

Requests to relocate equipment to another ECS site (or to a non-ECS site) will be forwarded by the losing site's Property Administrator to the ECS Property Administrator at Landover. Such requests will identify by EIN and equipment description what is to be moved, where and when it is to be moved, and the reason for the relocation. The ECS Property Administrator will coordinate the relocation resources and schedule between the losing and gaining Property Administrators. Once completed, the gaining Property Administrator will report completion of the relocation to the ECS Property Administrator via the Installation/Receiving Report (Appendix A-6), who will update the property record with the new location and date of the action. Any loss or damage to the equipment will be reported using Section 4.2.4 procedures when it occurs or is first discovered. Inter-site relocations will be reported to the GSFC Supply and Equipment Management Office via DD Form 1342 and in Monthly Installation Reports by the ECS Property Administrator.

3.4.3 Off-Site Vendor Repairs

For equipment returned to a vendor for repair, the NCR will be retained in a "pending actions" file until the item is returned. The NCR will identify date of shipment, expected return date, and vendor point of contact. Status code "F" (out for repair) will be entered into the property record. Property tags will not be removed. Once returned, the date of return will be recorded on the NCR and serial number and EIN verified. The equipment status code in the property record will be changed to reflect status "A" (available/in-stock). In the event the original equipment is replaced by the vendor because it is beyond repair, the Property Administrator will recover the property tag from the vendor, record the item as unserviceable/non-repairable, and initiate actions described in Section 3.6 to obtain relief from accountability.

3.4.4 External Transfers

Transfers of ECS property outside the contract will first be approved by the CO. Transfers of ECS property to the Government or to other contracts will be documented by the completion of DD Form 250.

3.5 Storage

ECS property will be stored in clean, orderly, and secure areas conforming to the environmental controls for temperature, humidity, and electrostatic discharge specified in the ECS Environmental Control Plan. Access will be limited to authorized personnel only and controlled by the site Property Administrator. Contractor equipment identification numbers will appear on all COTS equipment to distinguish contractor-acquired and vendor-loaned equipment from GFP. Material will be inspected to determine serviceability before being stored. Material that is unserviceable will be segregated and disposed of following procedures described in Section 3.6.

Contractor-owned and vendor-loaned property will be segregated from Government-owned property during storage. Site Property Administrators will ensure that storage areas are kept in a clean, orderly manner. Material will be stored on shelves or in bins or drawers, as appropriate, and its storage location entered into the property record. Special storage areas or controls will be

provided for items subject to corrosion, humidity, temperature, and shelf life limitation. Such items will be inspected semi-annually.

3.5.1 Consumption

Consumables, expendables, and spares/repair parts will be controlled as inventory items. Consumption of these items will be accounted for by recording all purchases, receipts, and issues and maintaining identity of balance on hand and balance on order. Issues will be accounted for by date, quantity, and to whom issued. The ILS Office will establish stock levels and reorder points based on ECS M&O requirements and review these levels at least semi-annually. Any item having storage limitations (i.e., limited storage life) or requiring a controlled environment will be identified in its property record. Limited storage life items will be issued on a first-in first-out (FIFO) basis. Receipts and issues of Government property will be performed as documented in Section 4.1 of this Plan. The identification of excess equipment will be reported as described in Section 3.5.5.

3.5.2 Utilization

ECS property will be used by authorized personnel only to perform authorized functions in support of the ECS Project. Property Administrators will ensure that users of ECS property are aware of the provisions of this Plan, Project Instructions, and local procedures regarding the use, control, reporting, and disposition of ECS property and that it is used in accordance with ECS contractual requirements.

3.5.3 Control of Sensitive Items

Site Property Administrators will establish special controls for the security of sensitive items. Sensitive items include any of the following: computer components, calculators, cameras, environmentally hazardous devices, electronic test equipment, VCRs, tape recorders, television receivers, and any items that have a high loss history.

Sensitive items will be stored in a locked secure area when not in use. When issued, the primary user will sign for the item acknowledging receipt and responsibility. The primary user assumes responsibility for the surveillance and safekeeping of sensitive items and will report any changes of status, location, or use to the site Property Administrator. Sensitive items will not be loaned out of possession or control of the person to whom they are assigned unless the Property Administrator is notified.

3.5.4 Physical Inventories

Site Property Administrators will complete a 100 percent physical inventory of controlled ECS property at the sites not later than 30 August annually. Notification of the scheduled date of the inventory will be provided to the ECS Property Administrator 30 days prior to the inventory start date, who will advise the Government Property Administrator (GPA) of the site inventory schedules. ECS personnel responsible for maintaining property records will not assist in the conduct of these inventories. Inventories will be designed to achieve the following objectives:

- Verify that recorded equipment is still on hand

- Confirm or determine current location and custodial responsibility for equipment and material
- Identify unrecorded equipment which qualifies for control
- locate or identify missing equipment
- Identify unused or underutilized equipment and equipment or material in need of repair or rehabilitation

Results of site inventories, including the identification of any discrepancies noted, will be reported to the ECS Property Administrator within 10 business days of the inventory completion date. The ECS Property Administrator will assist in resolving discrepancies, when possible, and report unresolved discrepancies to the HAIS ECS Contracts Manager and the GPA (i.e., DCMAO) within 30 days after each on-site inventory. Upon approval by the GPA, inventory adjustments will be made to the property data base.

Site performance assurance personnel will audit the site property records and inventory results at least annually. Such audits will be conducted to verify that property administration procedures are being followed and are effective and that inventories are being conducted in a manner that results in accurate accountability. Site quality assurance personnel will submit to the ECS Quality Office the results of annual property audits and maintain a historical file of audit results.

3.5.5 Reporting of Excess

Excess Contractor-acquired and Government-furnished property at ECS sites will be reported by site Property Administrators to the ECS Property Administrator for disposition instructions. Excess property is defined as (1) usable equipment that no longer serves a useful purpose in meeting the requirements of the ECS contract, or (2) equipment that is unusable to the extent that repair or rehabilitation would exceed its replacement cost or 65 percent of the original acquisition cost.

Upon receipt of reports of excess property, the ECS Property Administrator will screen ECS-wide requirements for reuse within the Project. If no ECS requirement exists, the ECS Property Administrator will report the property as excess to the GSFC Property Disposal Office (PDO), who will screen for reuse to meet other Government requirements.

Excess Government property will be stored in a secure area isolated from other inventory to prevent loss or unauthorized use until receipt of disposition instructions.

3.6 Disposition

Excess ECS property will be disposed of through the processes described below.

3.6.1 On-Site Disposition

The ILS Office will request disposition instructions for excess property located on NASA sites (i.e. GSFC, LaRC, MSFC, and JPL) from the NASA site's local PDO. The ILS Office will in turn provide the instructions to the site Property Administrator for preparation of appropriate

forms, coordination with the local site PDO, and preparation of the excess property for local PDO disposition.

3.6.2 Off-Site Disposition

The ILS Office will request disposition instructions for excess property located at non-NASA sites (i.e., UAF, NSIDC, EDC, ORNL, and EDF) from the Plant Clearance Office, DCMC/Philadelphia, PA. using Standard Form 1428, "Inventory Schedule B," (Appendix A-7). Since decisions regarding disposition of the property will be based on the information provided in the SF 1428, all fields must be completed and equipment must be adequately described to permit the Military Departments and Federal civilian agencies to determine whether the property can be reused. Once disposition instructions are provided by the Plant Clearance Office, the ILS Office will forward them to the site Property Administrator for execution of disposition actions.

3.6.3 Disposition Records

Site Property Administrators will remove Contractor-applied property tags prior to release of the equipment for disposition. Site Property Administrators will provide site PDO disposition documents (to be specified in separate Project Instructions) and related documents that provide relief from accountability to the ECS Property Administrator within 5 working days of receipt. The ECS Property Administrator will record disposal actions in the property data base and retain all disposition documentation in its accountable record files for audit purposes until contract end.

3.7 Maintenance

Maintenance requirements and procedures for ECS equipment will be described in the Maintenance and Operations Procedures (CDRL 116). Preventive maintenance of ECS property will be performed in accordance with the frequencies and procedures recommended by the original equipment manufacturer. Hardware preventive maintenance will be performed by the Contractor's maintenance engineers or authorized vendor maintenance personnel. Records of preventive maintenance scheduled and completed are maintained by the site maintenance personnel. Corrective maintenance action records are initiated by the site Help Desks and closed by the site maintenance personnel, who will confirm maintenance actions taken and enter equipment and/or component change information as described below.

3.7.1 Warranty Management

The ECS Property Administrator will support the maintenance and warranty management functions by entering the receipt date of all equipment, spare parts, and software under warranty. Generally, ECS equipment and software will be procured with a one-year warranty starting at the date of receipt. Replacement repair part and component warranties will vary dependent upon whether the manufacturer's standard warranty applies or whether an extended warranty has been purchased.

The Property Administrator will enter the warranty coverage dates at the time of receipt of the item and as changes to the warranty term are negotiated with the vendor/manufacturer. Notice of such changes will be provided by the Purchasing Office. This information is used by the ILS

Office to determine whether maintenance actions are under warranty or contract maintenance support. As warranty expiration dates approach, the ILS Office will determine the level of follow-on maintenance support required, select the maintenance source, and notify the Purchasing Office of actions necessary to provide maintenance support coverage. Copies of maintenance support purchase orders will be provided to the ECS Property Administrator for posting to the property record.

3.7.2 Recording Maintenance Actions

Maintenance actions will be documented by the site Help Desk in Non-Conformance Reports as they occur and at their closure. Inventory changes to centrally reportable equipment and spares/repair parts resulting from maintenance actions will be recorded to the property record by the site Property Administrator. As equipment components are replaced at the sites, site Property Administrators will enter the date of the maintenance action and identification (with serial number) of the replaced part into the component property record. This information will be used to update the configuration description and model/version level; to identify the warranty start date for the replaced component; and to report changes to the NEMS/EVS.

3.8 Contract Property Close-out

Upon completion or termination of the ECS Contract, ECS Property Administrators will perform a final physical inventory of Government ECS property. The ECS Contracts Manager will submit a final NASA 1018 to the GPA indicating that all property has been transferred from the ECS contract. Inventory adjustments, liability determinations, and other property issues will be resolved before contract close-out. The ECS Contract Manager will obtain the Contracting Officer's statement of approval of contract close-out by submitting a letter to the CO and the GPA declaring that no ECS property remains on the contract; that no credits are due to the Government; and that no outstanding balances are due to ECS suppliers.

4. Records Management

The ECS Property Administrator at the ECS Landover, MD facility will maintain the official accountable records for Contractor-acquired property and GFP accountable to the ECS Project under contract NAS5-60000. These records are available for examination by Government Property Administrators upon request.

This section describes how ECS property records are established and maintained to account for and control Government property. ECS property records and procedures will conform to the FAR and NHB 4200.1C, “NASA Equipment Management Manual.”

4.1 Property Management System

The ECS Project will use a Unix data base management system to support the property management, control, and reporting functions for Contractor-acquired, GFP, and vendor-loaned equipment. Property records will be created and maintained in this system and contain, at a minimum, the following information:

- Purchase Order Number
- Date received and date installed
- Non-availability Certification Number (DD Form 1419)
- Item description, model number, and serial number
- Manufacturer
- Cost
- Location of equipment
- Contractor Equipment Identification Number (EIN)
- Government Equipment Control Number (for GFP)
- GSFC 20-4 Control Number (GFE)
- Last inventory date
- Disposition date

Property Administrators will update property records within 8 business hours of property changes, including the following; receipt and/or installation of new equipment, relocations, completion of model/version changes, dispositions, changes in operational status of the equipment, and component configuration changes.

Support documentation used to post entries into the data base will be retained by the ECS Property Administrator to provide complete, current, and auditable accountability data. Some of the documents used for posting changes to property records include the following:

- DD Form 1419 - Used to determine the availability of centrally reportable equipment within NASA prior to its purchase. Upon completion of pre-screening, NASA will enter a non-availability certification number and return the form to the EDS Purchasing Office, which will retain the form as verification that prescreening was performed.
- Purchase Order - Used for the purchase of COTS equipment, software, and material. Purchase orders are used to track material due in and to verify that items received are the same as those ordered. Discrepant receipts are noted and forwarded to the Purchasing Office to resolve.
- Detailed Configuration List - Created by the systems engineers and the Purchasing Office, it is used to verify that all components that should accompany purchased items have been received.
- Receiving Inspection Report- Used to record the physical condition of the property received, quantities received, shipping data, date received, and the name of the person who received and inspected the property.
- Installation Receipt Report - Used by the Property Administrator to obtain acknowledgment of receipt by the user of all property installed. Also used to update property records with installed location, date, and name of the person accepting receipt.
- Equipment Inventory Report - Used by site Property Administrators to verify that an equipment inventory has been conducted and to list any discrepancies noted during the inventory. Report will be signed and dated by the site Property Administrator.
- Relocation Request - Used to record requests for relocation of equipment. When relocation has been completed, the new location and relocation date are recorded in the property record.
- Malfunction Report - Used to record maintenance actions and resultant property changes (e.g., serial/model changes and component replacements) from maintenance actions on ECS centrally reportable property.

For consumable property (e.g., data storage media, paper, packaging material) and spare/repair parts, property records will include authorized stock levels, reorder points and quantities, shelf life, and receipt and issue quantities and dates.

4.2 Property Reporting

The Property Administrator will report equipment installations monthly to the Contracting Officer identifying the model number, serial number, and date and location of installation of delivered equipment. Additional devices that are physically separable, such as major assemblies or components, or cabinets that are not specifically itemized in the contract will be identified in the report. Equipment installation reports will be delivered not later than the fifth working day of the month reflecting all installations and relocations completed during the prior month (Appendix A-8).

4.2.1 Quarterly Reporting

A listing of contractor-acquired property received during the reporting period will be reported within 30 days following each calendar quarter, (i.e., January, April, July and October). Listings will include item description, manufacturer, model, serial number, cost, location, and ECN (if assigned). Reports will be submitted to the CO and the Supply and Equipment Management Office, Code 235.1. Controlled equipment previously reported on GSFC Form 20-4 or equivalent and GFP will be included in these quarterly reports (Appendix A-9).

4.2.2 Semiannual Reporting

For stock inventory having a minimum average value of \$75,000, the ILS Office will submit semi-annually within 5 days after March 31 and September 30 to the GSFC Supply and Equipment Management Office, Code 235.1, the following reports:

- NASA Form 1489 (Appendix A-10)
- NASA Form 1324 (Appendix A-11)

A copy of these reports will also be provided to the CO.

4.2.3 Annual Reporting

The ILS Office will prepare and submit to the CO NASA Form 1018, "Report of Government-Owned/Contractor-Held Property," not later than 31 October of each year. This report will be prepared using data contained in the property management data base (Appendix A-12).

4.2.4 Reporting of Loss, Damage, and Destruction of ECS Property

If Government property in the possession of the Contractor is lost, damaged, or destroyed, the site Property Administrator will notify the ECS Property Administrator and supply the following information:

- Contractor's name and contract number
- Description of items lost, damaged, or destroyed
- Cost of property lost, damaged, or destroyed and cost of repairs in instances of damage (if actual costs are not known, reasonable estimates will be given)
- Date, time, and cause of the loss, damage, or destruction
- Actions taken by the Contractor to prevent further loss, damage, or destruction and to prevent repetition of similar incidents
- Other facts or circumstances relevant to the determination of liability and responsibility for repair or replacement
- Statement that no insurance costs or other means of covering loss, damage, or destruction of Government property were charged to the contract, if applicable

- Statement that, in the event the Contractor was or will be reimbursed or compensated for loss, damage, or destruction of Government property, e.g., reimbursement by a subcontractor, the Government will receive equitable reimbursement

The ECS Property Administrator will provide this information without delay to the HAIS ECS Contracts Manager, who will immediately notify the Government Property Administrator (i.e., DCMAO).

Abbreviations and Acronyms

ASF	Alaska SAR Facility
CDRL	Contract Data Requirements List
CFR	Code Federal Regulations
CI	Configuration Item
CM	Configuration Management
CM/DM	Configuration Management and Data Management
cmi	Continuous measurable improvement
CO	Contracting Officer
COTR	Contracting Officer's Technical Representative
COTS	Commercial off-the-shelf
CSMS	Communications and Systems Management Segment
CSR	Consent to Ship Review
DAAC	Distributed Active Archive Center
DCMAO	Defense Contract Management Area Operations
DID	Data Item Description
ECN	Equipment Control Number
ECS	EOSDIS Core System
EDC	EROS Data Center
EDF	ECS Development Facility
EDS	Electronic Data Systems
EIN	Equipment Identification Number
EOS	Earth Observing System
EOSDIS	Earth Observing System Data and Information System
EVS	Equipment Validation System
FOS	Flight Operations Segment
GFE	Government Furnished Equipment
GFP	Government Furnished Property
GPA	Government Property Administrator

GSFC	Goddard Space Flight Center
GSI	Government Source Inspection
HAIS	Hughes Applied Information Systems
HW	hardware
I&T	Integration and Test
ILS	Integrated Logistics Support
IPO	Industrial Property Office
IV&V	Independent Verification and Validation
JPL	Jet Propulsion Laboratory
LaRC	Langley Research Center
LRU	Line Replaceable Unit
M&O	Maintenance and Operations
MSFC	Marshall Space Flight Center
MTBF	Mean Time Between Failures
MTBM	Mean Time Between Maintenance
MTTR	Mean Time To Repair
NASA	National Aeronautics and Space Administration
NCR	Non-Conformance Report
NEMS	NASA Equipment Management System
NSIDC	National Snow and Ice Data Center
ORNL	Oak Ridge National Laboratory
PAIP	Performance Assurance Implementation Plan
PDO	Property Disposal Office
PHS&T	Packaging, Handling, Storage & Transportation
PI	Project Instruction
PM	preventive maintenance
PO	Purchase Order
QA	Quality Assurance
QO	Quality Office
SAR	Synthetic Aperture Radar
SDPS	Science Data Processing Segment

SI&P	System Integration and Planning
SMO	Subcontract Management Office
SOW	Statement of Work
SW	software
UAF	University of Alaska, Fairbanks